

TERMS OF REFERENCE FOR PRASA PRETORIA - KEMPTON PARK STATION CORRIDOR OHTE INSPECTION



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1. BACKGROUND

- 1.1. The Overhead Traction Equipment (OHE) between Pretoria and Kempton Park stations has been restored. The Passenger Rail Agency of South Africa (PRASA) is currently running Electrical Multiple Unit (EMU) trains for commercial services from Pretoria to Centurion Station. The section from Centurion to Kempton Park station is waiting for the RSR approval before commencing with operation.

2. STATEMENT OF INTENT

- 2.1. The inspection has been constituted in accordance with Section 38 of Railway Safety Regulator Act, Act 16 of 2002 (as amended)
- 2.2. The purpose of this Terms of Reference (TOR) is to appoint a service provider to render specialist services in conducting an OHE infrastructure inspection between Pretoria and Kempton Park stations.
- 2.3. The service provider will comprise of OHE experts with extensive experience on railway infrastructure.
- 2.4. The objective of the OHE inspection between Pretoria and Kempton Park stations is to:
- a) verify whether the OHE infrastructure complies with the relevant legislation, and to
 - b) determine whether the OHE infrastructure conditions meet the minimum operating standards.

3. MANDATE

- 3.1. The service provider is required to inspect the OHE, sub-stations, record findings made and report on the following:
- (a) Whether the OHE infrastructure complies with the relevant legislation.
 - (b) Whether the OHE infrastructure conditions meet the minimum operating standards.
- 3.2. There are thirteen stations between Pretoria and Kempton Park stations. Operational stations in this section are Pretoria, Sportspark, Centurion, Irene, Olifantsfontein and Oakmoor station. Non-operational stations are Fountains, Kloofsig, Pinedene, Kaalfontein, Birchleigh, van

Riebeeck and Kempton Park station. The service provider will work on whole section for the OHTE inspection in this section.

- 3.3. There are six sub-stations and one tie station between Pretoria and Kempton Park stations. The operational substations are Pinedene, Oakmoor, Kaalfontein (Tie Station) and Birchleigh. Non-operational substations are Pretoria and Centurion. The service provider will visit all operational substations for the inspection.
- 3.4. The service provider is further mandated to make recommendations to improve the OHTE infrastructure conditions in the corridor.
- 3.5. The service provider is requested to formulate their recommendations in such a way that:
- (a) The recommendations are clear, specific, and unambiguous as to what is expected, and from whom.
 - (b) The recommendations are measurable, practical, and attainable.

4. SCOPE OF WORK

- 4.1. The appointed service provider will conduct an OHTE infrastructure inspection in the railway corridor between Pretoria and Kempton Park stations.
- 4.2. The service provider will:
- a) Conduct an inspection in loco on the section between Pretoria and Kempton Park stations to assess the condition of the OHTE infrastructure installed in the section. The service provider will also observe train traffic and the types of trains using the corridor.
 - b) Engage in discussions with following key PRASA personnel to understand the challenges experienced in the section and the controls implemented for safe train operations in the section:
 - OHTE infrastructure Managers
 - Permanent Way managers
 - Train Operations Managers
 - Safety Managers
 - Any other relevant personnel that can help the inspection.

- c) Request and peruse the following OHTe infrastructure documents.
- OHTe infrastructure Risk Assessments
 - Sub-station Inspection reports
 - Corridor Inspection reports
 - Corrective Action Implementation
 - Any other documents that may help the service provider with the inspection.
 - Sub-station test reports and other OHTe tests in the corridor
- d) Conduct OHTe verifications tests with PRASA personnel where required. The verification tests will be guided by what comes out from the inspections, discussions, and perusal of documents.
- e) Make recommendations to improve the OHTe infrastructure conditions in the corridor.
- f) Provide an inspection report covering the complete allocated scope.
- g) The service provider receives its powers to conduct this investigation from section 33 of Act16 of 2002. The service provider has the same powers as any RSR Railway Safety Inspector.
- h) A total of 180 hours will be allocated for this assignment. The 180 hours includes review of documents, site visits and inspections, interviews, drafting of the inspection report and any other relevant activity that will make this project a success.

5. PROJECT DELIVERABLES

5.1. After the appointment, the service provider will commence with the OHTe infrastructure inspection in the corridor and drafting of the inspection report. The service provider shall submit the draft report (excluding all annexures that are supporting documents and not directly required to facilitate the understanding of the draft inspection report) to the RSR Central Region (Regional Technical Manager of the Railway Safety Regulator). The purpose hereof is to ensure that the service provider has met the conditions of the Terms of Reference and that the report reflects such.

- 5.2. Upon receipt of the draft inspection report, the Regional Technical Manager will require five (5) working days to scrutinise the draft inspection report and to make recommendations and to provide direction, if any, to the service provider.
- 5.3. The service provider will incorporate inputs and corrections as discussed with the Regional Technical Manager. The service provider shall submit the final OHTe infrastructure inspection report back to the RSR Regional Technical Manager within (5) working days of receiving inputs.
- 5.4. The service provider will compile a PowerPoint presentation executive summary of the final report

6. QUALIFICATIONS AND EXPERIENCE

- 6.1 The service provider shall comprise of two (02) railway OHTe infrastructure specialists:
- (a) Qualified and experienced expert in railway OHTe infrastructure (with train operations experience).
 - (b) The persons must have extensive understanding of railway safety management.
 - (c) The persons must have a workable knowledge of SANS 3000 series of standards.

7. RESPONSIBILITY OF THE RSR

- 7.1. The RSR shall support the service provider with the following support specialist:
- a) 1 x RSR Principal Inspector. The Principal Inspector will work with the service provider and act as a Railway Operator Liaison Support.
- 7.2. The RSR, hereby agree to remunerate the service provider at the agreed hourly rates, including such other unavoidable incidental costs incurred in the execution of this Terms of Reference in line with the pricing schedule/table below.

8. PROPOSAL SUBMISSION

8.1 The bidder must provide a detailed proposal as part of the tender, addressing and including at least the following:

- a) Proven previous experience, including testimonials from previous contracts railway OHTe infrastructure management; The testimonials/reference letter should be on a client's official letterhead with valid and traceable contact details, scope of the work and standard of service. The RSR may contact the references to confirm the information provided.
- b) Demonstrable capacity to deliver on all the desired services that include response to the project scope and allocated resources.
- c) A detailed methodology on how the project scope will be delivered.
- d) A Project Management plan, covering project management reports.
- e) All prices should be VAT inclusive and include all travelling, and accommodation expenses as they will be arranged and paid for by the service provider.

9. COMPULSORY BRIEFING SESSION

The bidders will be required to attend a compulsory briefing session

10. PHASE 1: COMPLIANCE DOCUMENTS

Kindly refer to section 4 of the RFQ attached.

11. PHASE 2: MANDATORY REQUIREMENT

- a) The persons must be registered with Engineering Council of South Africa (ECSA) in terms of the Engineering Profession Act 46 of 2000 as a Professional Engineer or Technologist. **(Submit a valid proof)**

Failure to submit the above will result in disqualification.

12. PHASE 3: FUNCTIONALITY EVALUATION

The suitable service provider must demonstrate capacity and capability to execute this project

by complying with the functionality criteria **Error! Reference source not found.**below: -

Functionality Criteria

FUNCTIONALITY CRITERIA		100
12.1.	COMPANY EXPERIENCE	10 POINTS
12.1.1	Company's proven experience in Participating in conducting railway inspections. Contactable Testimonials and/or references (not older than 10 years) 3 References and above = 10 points 2 References = 7 points 1 Reference = 4 points	10
12.2	BIDDER'S TECHNICAL TEAM QUALIFICATION & EXPERIENCE	45 POINTS
12.2.1	Enclosure: 1. The Team will comprise of 2 (two) experts <u>The CV's and certified certificates of both experts will be used for evaluation for the OHTE Specialist and average their scores.</u> The scoring of the key personnel will be as below: OHTE Specialists– (Average points = 20 Max) 1. Qualifications - Qualification in Engineering [or its International Qualification equivalent as verified by South African Qualification Authority (SAQA). It is the responsibility of the bidder to secure the verification] a) Post-graduate = 20 points b) Bachelor's Degree = 15 points c) National Diploma = 10 points d) No qualification = 0 points 2. Years of work experience in railway OHTE inspections – Average points = 25 Points (Clarify number of years with each employer) (e.g 2012- 2014 conducting railway OHTE inspections at company X) a) 10 years or more = 25 points b) 8 or more years but below 10 years = 20 points c) Less than 8 years = 15 points d) No experience = 0 points	20 25
10.3	APPROACH TO WORK	45 POINTS

12.3.1	Structured Approach/Methodology and Project Plan covering management of the scope.	
12.3.1.1	Structured Approach/Methodology (Comprehensive Methodology that highlights techniques that will be employed for the project, this must include the approach and alignment to best practice) - Well defined approach methodology= 30 points - Moderately defined approach methodology= 20 points - Poorly defined approach methodology= 10 points - No approach methodology= 0 points	30
12.3.1.2	Project Plan covering management of the scope with milestones/phases and timelines - Well defined Project Plan= 15 points - Moderately defined Project Plan= 10 points - Poorly defined Plan Plan= 05 points - No project plan= 0 points	15
	TOTAL	100

Only bidders that scored a minimum of **70 points** of the total points at the functionality phase will proceed to the next evaluation.

12.1 PRICING SCHEDULE

Hours to be Spent for duration (Estimated)	Position	Rate per hour	Total (Maximum)
90 hours	OHTE Infrastructure Expert 1		
90 hours	OHTE Infrastructure Expert 2		
Sub Total			
VAT @ 15%			
Grand Total			

All prices should include VAT and include all travelling, and accommodation expenses as they will be arranged and paid for by the service provider.